

# The Makers' Space Policy Scope

All volunteers, workshop participants, visitors, and contractors in The Makers' Space will adhere to the following policies:

## 1. Health & Safety

**1.1 Environment:** a healthy, hazard-free environment is to be maintained at all times, this includes:

- Adequate ventilation for hazardous arts methods (eg, spraying, heating, sanding) or materials (eg, oil paints, acrylics, solvents, turps, glues, fixatives);
- Information regarding the safe handling of hazardous materials is clearly displayed and the use of protective gloves is recommended;
- No smoking in, or in close vicinity to the building. "NO SMOKING" signs are clearly displayed;
- Adequate heating and cooling as appropriate;
- Storage and disposal of hazardous waste is the responsibility of the user;
- Users are responsible for the safe use of hazardous tools (eg, jewellery making) and furniture (eg, easels);
- Safety equipment (fire extinguishers/fire blankets) are strategically placed and regularly maintained;
- Accidents/incidents/near misses are recorded in a register;
- First aid equipment is clearly positioned and contents replenishment recorded;
- Information regarding initial first aid is clearly displayed;
- Emergency contact numbers are clearly displayed;

**1.2 Storage:** when not in use, all furniture, tools and materials must be safely stored. This includes:

- All hazardous materials are stored in a locked cupboard;
- Chairs/tables/easels etc, are appropriately stored when not in use;
- Inventory of all materials and equipment is kept on site.

**1.3 Security:** the security of the building and its contents is the responsibility of members, this includes:

- Insurances that are maintained by the Makers' Space committee for the contents of the building. Members, however, are responsible for the security of their own materials and works.
- All doors and windows are locked at the end of the day and lights, heating and cooling equipment (eg, fans) turned off.
- Only active full members have access to the key safe code.
- Junior members must be in the company of a full member when using the space.

## **2.0 Inclusivity Policy**

2.1 *Inclusivity*: all members of the Makers' Space will ensure a welcoming and inclusive environment for volunteers, visitors and workshop participants.

2.2 *Workspace*: an environment conducive to quiet/busy/focussed creative activities will be maintained.

2.3 *Attitudes*: All members will ensure that non-critical attitudes to creativity are maintained.

## **3.0 Workshops**

3.1 *Working with children*: all presenters/coordinators of school-age workshops will have up-to-date Working with Children checks.

3.2 *Safety*: presenters will ensure the safety of the workspace before commencement of workshops. Information on the safe handling of materials will be provided.

3.2 *Announcements*: Participants are alerted to the position of exits, toilets, etc, before the commencement of the session, and are alerted to the Makers' Space policy.

3.3 *Work space clean up*: Workshop presenters are responsible for leaving the workspace clean and tidy (cleaning up paints, material scraps etc, emptying bins, cleaning floors, stacking away additional furniture, etc).

## **4.0 Food and beverages**

4.1 *Food & drinks*: Ensure that, if meals are to be consumed, all areas are left clean & crumb free. Only drinks and dry snacks can be consumed in working areas.

4.2 *Cleaning*: the care and cleaning of the Space is the responsibility of all users (eg, kitchen/fridge/toilets,etc).

## **5.0 Communication Policy**

5.1 *Circulation of policy*: all members will be provided with a copy of the policy and it will be clearly displayed within the Space.

5.2 *Calendar of events/bookings*: an up-to-date calendar of bookings and events (workshops/exhibitions etc) will be on display. Bookings can only be made through the Makers' Space Bookings officer and pre-payment is required.

5.3 *Attendance record*: For future statistical purposes, all members, volunteers and visitors will sign in indicating their status (member, visitor, etc)

5.4 *Grievances*: all grievances must be expressed in writing to the Makers' Space committee.

**6.0 Child Safe Policy** can be viewed on request - policies it adheres to are as below

### **6.1 Commitment to child safety**

The Makers Space has the strong commitment of management, staff and volunteers to child safety and wellbeing, and how our organisation keeps children safe from harm, including child abuse.

All youth who come to youth Art at the Makers Space have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have a zero-tolerance approach to

child abuse and harm. We aim to create a child safe and child-friendly environment where children feel safe and have fun while enjoying learning the arts.

6.2- *Concerns and complaints process email [childsafemakersspace@gmail.com](mailto:childsafemakersspace@gmail.com) Complaint will be dealt with via our complaints procedure*

6.3 Children's empowerment and participation

6.4 Families & communities

6.5 Creating culturally safe environments for all Aboriginal children and their families

6.6 Valuing diversity

6.7 Code of Conduct

6.8 Recruitment of volunteers

6.9 record keeping